

## **Pre-Advertisement Conference / Bidability Review Check Sheet**

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### **Purpose**

The Pre-Advertisement Conference (PAC) team meeting is an inter-disciplinary team milestone that allows managers from different disciplines to review the final plans. This is accomplished to ensure that all disciplines are aware of current project information to include schedule and budget. The PAC is used as a vehicle to replace the formal first submission of plans. At the PAC, the plans are virtually complete where only minor adjustments to the quantities may be required. Specifications are also complete at this point. During the first half of the meeting the plans and bid documents are reviewed for completeness with regards to project scope. During the second half of the meeting the plans and bid documents are reviewed for bidability.

### **Project Team Attendees**

✓	Project Team Attendee	✓	Project Team Attendee
	Project Manager		District Construction Engineer
	Location & Design		District Engineer for Asset Management
	Environmental		Resident Engineer
	Structure & Bridge		Programming
	Mobility Management		Scheduling & Contract
	Right of Way & Utilities		Local Financial Assistance
	Materials		FHWA
	Transportation & Mobility Planning		Locality
	Civil Rights		Utility Owners
	Public Affairs		Project Consultants
	District Traffic Engineer		VDRPT

### **Project Manager Responsibilities**

- Provide leadership and management necessary to ensure FI tasks are completed on schedule.
- Ensure PAC plans are distributed to appropriate team members.
- Plan, lead and facilitate team meeting.
- Record and distribute team meeting minutes.
- Review and outline all task completions and deliverables necessary for advertisement preparation.
- Coordinate plan assembly.
- Review project estimate.

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### Project Deliverables and Responsibility Matrix

● Responsible      ✓ Participates      □ Notified

✓	Deliverable	L&D	ENV	MAT	S&B	MM & TE	RW/ UTL	CONS	RE	ASSET MGT
	Final Roadway Design	●	✓	✓	✓	✓	✓	✓	✓	✓
	Final E&S Design	●	✓							
	Environmental Permit Acquisition	✓	●		✓					
	Streams/Wetland Mitigation & Compensation	✓	●	✓			✓	✓		
	Final Landscape Design	●	✓	✓	✓		✓			
	Hazardous Material Assessment/Mitigation	✓	●	✓	✓	✓	✓			
	Final Design Retaining Structure (Special)	✓	✓	✓	●	✓	✓	✓		
	Final Structure or Bridge Dgn.	✓	✓	✓	●	✓	✓	✓		
	Final TCD and ITS Design	●	✓		✓	●				
	Right of Way Acquisition	✓	✓				●			
	Right of Way Relocations	✓	✓				●			
	Utility Agreements	✓	✓		✓		●			
	Utility Easement Acquisition	✓	✓		✓		●	✓		
	Utility Relocations	✓	✓		✓		●	✓		
	Construction Specifications	✓	✓	✓	✓	✓	✓	●		

### Meeting Activities

✓	Activity	Activity Lead
	Review project Scope, Schedule, Budget	Project Manager
	Review PAC plans	Location & Design
	Discuss Constructability Review	Construction Management
	Discuss/address environmental commitments	Environmental
	Discuss/address maintenance issues	Asset Management
	Discuss/review locality issues	Resident Engineer/Local Financial Assistance
	Discuss and evaluate all identified project threats and opportunities	Project Manager
	Discuss/review other stakeholder issues	Project Manager
	Discuss regional planning issues	Transportation & Mobility Planning

### Meeting Outputs

- Completed PAC plans. Right of way agreements completed/deeds in hand. PAC report includes:
  - Meeting minutes.
  - Evaluation of scope, schedule, construction estimate
  - Clear identification of any issues or open actions that would impact the submission of plans to Construction and the subsequent advertisement date.
  - Communication of environmental commitments.
  - Documentation of lessons learned to this point of project development.

Updated 3/5/04

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### **Project Team Responsibilities**

<b>L&amp;D</b>	<ul style="list-style-type: none"><li>• <b>Final Roadway Design</b><ul style="list-style-type: none"><li>• Completed PAC plans to include:<ul style="list-style-type: none"><li>• Complete plans with all notes and references.</li><li>• Complete Hydraulics.</li><li>• Complete MOT plans.</li><li>• Incorporate complete plans from other disciplines (e.g. S&amp;B, MM, ENV)</li></ul></li></ul></li><li>• <b>Final E&amp;S Design</b><ul style="list-style-type: none"><li>• Final Drawings which include drainage structures, stormwater management ponds, special details, E&amp;S Plan/phasing.</li></ul></li><li>• <b>Final Landscape Design</b><ul style="list-style-type: none"><li>• Develop final design and complete plans, including all copied notes and special provisions.</li></ul><p>Submit final plans to Project Manager for inclusion in PAC plans.</p></li><li>• <b>Final Traffic Control Device Design</b><ul style="list-style-type: none"><li>• Final traffic engineering plans for signing, lighting, pavement markings, and signals.</li></ul></li></ul>
<b>ENV</b>	<ul style="list-style-type: none"><li>• <b>Environmental Permit Acquisition</b><ul style="list-style-type: none"><li>• Obtain the required state and federal water quality permits.</li></ul></li><li>• <b>Streams/Wetland Compensation and Mitigation</b><ul style="list-style-type: none"><li>• Develop final wetland compensation and/or stream restoration plans.</li></ul></li><li>• <b>Hazardous Material Assessment/Mitigation</b><ul style="list-style-type: none"><li>• Remediation/mitigation of hazardous material issues.</li><li>• Construction specifications to minimize disturbance or effect remediation/mitigation of hazardous materials.</li></ul></li></ul>
<b>MAT</b>	<ul style="list-style-type: none"><li>• <b>Input</b><ul style="list-style-type: none"><li>• Provide support to project team as needed.</li></ul></li></ul>
<b>S&amp;B</b>	<ul style="list-style-type: none"><li>• <b>Final Bridge Design</b><ul style="list-style-type: none"><li>• Complete bridge plans, including superstructure and substructure elements, standard details and special details and features.</li><li>• Incorporation of lighting, sign and utility requirements</li><li>• Project special provision</li><li>• Final cost estimate</li></ul></li><li>• <b>Final Retaining Wall Design (Special)</b><ul style="list-style-type: none"><li>• Final special design retaining wall plans.</li></ul></li></ul>
<b>MM &amp; TE</b>	<ul style="list-style-type: none"><li>• <b>Final Intelligent Transportation System Design</b></li></ul>
<b>RW/ UTL</b>	<ul style="list-style-type: none"><li>• <b>Right of Way Acquisition and Relocations</b><ul style="list-style-type: none"><li>• All properties negotiated, displacees relocated and properties available for construction.</li><li>• Ensure timely HazMat property is vacated or clear.</li></ul></li><li>• <b>In-Plan Utility Design, Agreements and Easements</b><ul style="list-style-type: none"><li>• Completed adjustment plans with estimates and easement agreements with commitments from utility owners.</li></ul></li></ul>

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### Project Team Responsibilities (cont'd.)

<b>S&amp;C</b>	<ul style="list-style-type: none"> <li>• <b>Specifications</b> <ul style="list-style-type: none"> <li>• Complete specifications/special provisions.</li> </ul> </li> <li>• <b>Input</b> <ul style="list-style-type: none"> <li>• Provide input regarding constructability and a proposed construction schedule based on major construction item quantities.</li> </ul> </li> </ul>
<b>PUBLIC AFFAIRS</b>	<ul style="list-style-type: none"> <li>• <b>Community Relations</b> <ul style="list-style-type: none"> <li>• Identify communications/community relation responsibilities and the role of the contractor in the bid documents.</li> </ul> </li> </ul>
<b>S T A K E H O L D E R S</b>	<p><b>Input</b> should be provided by all other project stakeholders. For example, but not limited to:</p> <p><u>Programming Division</u></p> <ul style="list-style-type: none"> <li>• Ensure project schedule is consistent with programmatic assumptions and necessary funding is secured.</li> </ul> <p><u>Asset Management</u></p> <ul style="list-style-type: none"> <li>• Review project plans for possible maintenance issues (recurring drainage problems, maintainable slopes, recurring maintenance obstacles, etc.).</li> </ul> <p><u>Transportation &amp; Mobility Planning</u></p> <ul style="list-style-type: none"> <li>• Provide Traffic forecast.</li> <li>• Provide data/information on project from programming phase, such as MPO and issues relative to non-attainment areas.</li> </ul> <p><u>Resident Engineer/ Local Assistance</u></p> <ul style="list-style-type: none"> <li>• Provide input regarding regional, municipal and other local issues.</li> <li>• Develop and provide interface and coordination with local jurisdictions for project team (some local groups may not be identified as project team members but their input should be coordinated through the Resident Engineer).</li> </ul> <p><u>Special Interest Groups</u></p> <ul style="list-style-type: none"> <li>• Some projects may have the need for special interest group involvement at the discretion of the Project Manager, these groups should come to meeting prepared to present their needs relative to the project.</li> </ul> <p><u>Utility Owners</u></p> <ul style="list-style-type: none"> <li>• Some projects may warrant the involvement of a utility owner depending on the total utility impact on scope, schedule and cost. Involvement is at the discretion of the Project Manager in conjunction with input from RW/Utilities Division.</li> </ul> <p><u>Civil Rights</u></p> <ul style="list-style-type: none"> <li>• Recommend DBE participation.</li> </ul> <p><u>VDRPT</u></p> <ul style="list-style-type: none"> <li>• VDRPT representative will ensure the wishes of the railroads impacted by the project are communicated with the project team.</li> </ul>